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18 September 1965

MEMORANDUM FOR: Mr. Desmond FitzGerald

Des:

Further to our recent conversation, I have discussed with Dick Helms the preparation and handling of 303 Committee papers.

In the future, please ensure that all 303 papers submitted for DDCI approval prior to release to the Committee members are summarized in a covering memorandum of not more than one page. The covering memorandum should make a specific recommendation for approval to release or other appropriate action and provide an approval line for DDCI's signature.

S.
LKW

L. K. White

LKW:rcr:17 Sept 65

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